

VISA AND RESIDENCE PERMIT

1. ENTRY VISA

Documents required before departure (Documents and Visa)

Before departure, all students of the Erasmus mobility programme must be in possession of valid documentation for entry into the host country (Italy), which varies according to the student's nationality, duration and reason for the residence request (study / Internship).

- **Exchange Students with EU citizenship**

Exchange students (Erasmus+ or other programmes) who will be staying in Italy for more than 3 months, but in any case temporarily, can stay in Italy without any formalities; they only need to have an identity document valid for foreign travel (identity card / passport).

- **Non-EU citizen documents (UK included)**

All information on the website: <https://vistoperitalia.esteri.it/home/en>

You have to enter your personal data in the system:

Citizenship, country of residence, Reason of your stay in Italy (mind that the reason of your stay in Italy is EXCHANGE AND MOBILITY PROGRAMME)

The system will give you all the information for the VISA you need.

Some general information:

Non-EU citizen students who stay for less than 90 days are required to consult the appropriate section of the website: [Ministero degli Affari Esteri](https://www.esteri.it)

(<https://vistoperitalia.esteri.it/home/en>)

in order to check any visa request. The border authorities may request to show the documentation justifying the reasons and the duration of the stay in Italy. This documentation could be different considering the incoming student nationality and the departure Country

In the event that the stay is longer than 90 days, the visa application by the student is mandatory and must be made at the Italian diplomatic representations of the country of residence. The following documents are required.

> application form for an entry visa

o (<http://vistoperitalia.esteri.it/Moduli/it/Formulario%20Visto%20Nazionale.pdf>)

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> recent passport-sized photograph

> valid travel document with expiry at least three months longer than the visa requested

> health insurance, if the foreigner is not entitled to health care in Italy by virtue of agreements or conventions in force with his country

> enrollment in recognized or authorized exchange / mobility / partnership programs deriving from European (including Erasmus Plus) or national programs, and from collaborations between academic, scientific, school institutions, and within the framework of agreements, conventions and implementation protocols with universities foreigners.

2.RESIDENCE PERMIT (PERMESSO DI SOGGIORNO)

On arrival in Italy: Residence permit (permesso di soggiorno) for exchange students

If you are a non-EU exchange student and you intend to stay in Italy for more than 90 days, you must apply for a **Residence permit (permesso di soggiorno) within 8 working days following your arrival in Italy**

Important: if you stay in Italy for more than 90 days and you do not apply for the residence permit, you are not entitled to sit exams at the Fine Arts Academy of Bologna and you cannot obtain a Transcript of Records. Having collected your residence permit you must send a photocopy of it to the Erasmus/International Relations Office.

Upon your arrival in Bologna, please contact the Erasmus coordinator, Prof.ssa Maria Rita Bentini for help about your Resident permit: mariarita.bentini@ababo.it

To help you to fill the application kit, the Erasmus Office of the Academy will arrange an appointment with an officer of the **Patronato ACLI (Immigration office service)**, seated in Via Delle Lame 118/a, open for students from Monday to Friday during the morning (8 - 12 am; it's free of charge)

> Before the appointment at Patronato ACLI (Immigration office service)

- Go to a tobacconists (tabaccheria) and purchase a €16 duty stamp (marca da bollo).

- Go to any Post Office offering the "Sportello Amico" service (the main Post Office in Bologna is in Piazza Minghetti) and ask for a Residence Permit application kit.

Costs: payment slip (bollettino postale) for the fee and production cost of the residence permit (€30.46 + €40.00) + post service charge of € 30.

> Preparing the documents

- a copy of your passport (blank pages not included): you need to include copies of the pages containing your personal details, the entry visa, entry stamp into Italy and any other pages with visas and entry and exit stamps;
- a copy of your Italian tax code (codice fiscale), if you hold one

- the arrival statement from the Academy of Fine Arts of Bologna issued by the Erasmus/International Relations office at the Check-in (signed and stamped);
- a copy of the documents proving you have the funds needed to cover living cost in Italy (for 2024 the benchmarks are: minimum € 503.27 per month or € 6,542.51 per year). You can submit the same documents you provided for the visa application or a bank account statement or, if you have been assigned a scholarship, an official letter detailing its amount, duration and issuing body;
- a copy of of the Insurance Policy valid in the national territory against the risk of illness and accident (private insurance policy stipulated in Italy or policy of the country of origin stamped by the Italian Consulate)
- documents proving your accommodation in Italy = domicile (registered rental contract, declaration of hospitality or accommodation booking)
- Italian Phone number or email address

> At Patronato (by appointment or in regular office hours 8-12 from Monday to Friday)

Don't forget:

- A duty stamp (marca da bollo) of the value of € 16,00 Euro
- Application kit + payment slip (bollettino postale) receipt
- The document you have prepared (see above the list) and also bring the originals.

Once you fill your application, the Patronato will invite you to go to a **Post Office (Sportello Amico)** to send your application

The Post Office staff will give you:

- an appointment at the immigration office (Ufficio Immigrazione) of the central police station (Questura) for your photographic registration; it is very important that you keep this appointment. It is very important not to miss this appointment.

- a receipt of your residence permit application: keep the application receipt and make a copy of it, that you should always carry with you. In case of police checks, it proves that you have duly applied for the residence permit.

Appointment at the Central Police station (Questura)

At the **Central Police station (Questura)** for the photographic registration, you must show:

- your passport
- 4 (four) recent and identical passport-size photographs (with a white background!)
- The original application receipt you received from the Post Office
- The document issued by the Post Office confirming your appointment at the Questura.

In the residence permit application you should have photocopies of your documents, but the officers at the Questura may need to check the original documents, so don't forget to take them.

Important! If you receive a document with a Subject (Oggetto) containing the text "art.10 bis Legge nr. 241/90" during your appointment at the central police station (Questura), you need to submit other documents. **If necessary, you have to contact the coordinator Prof.ssa Maria Rita Bentini for help: mariarita.bentini@ababo.it**

Collecting your residence permit at Questura

To track the status of your application following your appointment at the Questura, you can enter the code allocated to the file during the appointment or the registered mail tracking number (the password written on the receipt given by the post office) on the State Police website.

Mind it! The Immigration Office in Bologna will not notify you via SMS when your permit is ready. However, around 3 to 4 months after the photographic registration, you will be able to check on a dedicated website whether your residence permit is ready and **book an appointment to collect it**. Remember to print out your collection booking and take it with you to the Immigration Office.

In Bologna, for information in the event of delays in issuing the permit, you can go to the URP (Public Relations Office) of the central police station, Piazza G. Galilei 2/A.

Having collected your residence permit, you must send via email a copy to the Erasmus / International Relations Office of the Academy.

Make a copy of the residence permit for yourself and keep it in a safe place!